



Examinations Development and Classification/Compensation Division (EDCC)

Job Analysis Request

Section 1: To Be Completed by the Proposed Class's Supervisor

Your Agency:

Division/Program name:

Your name:

Your job title:

PLEASE NOTE: Do not write your working title. if you are not sure what your job title is, you can find it under your Timesheet page in Edison.

Your Work Location (building/city)

Are you requesting to Establish a New Class/Series or Modify an Existing Class/Series?

Establish a New Class/Series

Modify an Existing Class/Series

Proposed effective date for New/Modified Class/Series:

Proposed Class title(s):

PLEASE NOTE: Do not write the working title.

Current Class title(s) (Modifying an Existing Class/Series Only):

PLEASE NOTE: Do not write the working title.

Is this class/series a Multi-Agency Class/Series (Modifying an Existing Class/Series Only)?

Yes

No

When was the current class/series last updated (Modifying an Existing Class/Series Only)?

Proposed Study Start Date:

Proposed Study End Date:

Proposed number of Subject Matter Experts:

Please list the names and job titles of the proposed Subject Matter Experts:

PLEASE NOTE: Do not write the SMEs' working titles. if you are not sure what the SMEs' job titles are, please request this information from your agency HRO.

Explain the logic/justification for Creating/Modifying this Class/Series. What prompted this request?

Describe the scope and objectives of the proposed study:

Describe the impact to your agency if this study request is/is not approved:

End of Section 1. Please save your information and email a copy of this form to your Agency HR or designated Agency HR representative.

Section 2: To Be Completed by Agency HR

Submitter's name:

Submitter's job title:

PLEASE NOTE: Do not write your working title. if you are not sure what your job title is, you can find it under your Timesheet page in Edison.

Submitter's e-mail address (to receive receipt that this form has been delivered to EDCC):

Submitter's work phone:

Submitter's fax:

Please list the names and job titles of the qualified Job Analysts assigned to conducting the study:

PLEASE NOTE: Do not write the Job Analysts' working titles.

Please click [here](#) to submit the files necessary for review. These include:

- Brief memo to Commissioner Hunter with reasoning as to why the job analysis should be conducted
- Current organizational chart
- Proposed organizational chart

PLEASE NOTE: If you do not submit these files now, you will be asked to at a later date and lengthen the review process.

End of Section 2. Thank you for completing the request form. Once you have submitted all the requested files, please save a copy of this form for your records and click submit.

PR-0463